



# my UNIVERSITY <sup>FE TUL</sup>

## GUIDE TO SMOOTH STUDIES AT THE FACULTY OF ECONOMICS

for Degree Students Studying in English

2022/2023

FE TUL

FACULTY OF ECONOMICS TUL

# Table of Contents

Table of Contents	3
Welcome	4
Accredited Study Programmes in English open in academic year 2022/23	5
Support of International Office	6
Administrative Aspects	9
Academic Aspects	13
Recommended Study Plans	19
Calendar of Teaching for Academic Year 2022/23	28
Map of University Buildings	30
Contacts	31

# Degree Students Welcome!

## **Welcome to Liberec, to the Czech Republic and to the Faculty of Economics of the Technical University of Liberec!**

**The Czech Republic** is located in Central Europe. It is surrounded by Germany to the northwest, Poland to the northeast, Slovakia to the southeast and Austria to the south. It has no coastline. The Czech Republic consists of three main parts: Czech Lands (or Bohemia) to the west, Moravia to the southeast and Silesia to the northeast. The capital, **Prague**, is located slightly to the northwest. The Technical University in Liberec is about 100 kilometres to the north of Prague.

There is perhaps only one place in the world where it takes only 15 minutes by tram to transport yourself from a natural ski resort to a magnificent, traditional theatre. A city where it takes just a few moments to swap a unique mountain hotel for a tropical glasshouse filled with orchids. A city that gave the world one of the most famous car constructors in history. A city on the outskirts of which a traditional cross-country skiing race is held, one of the biggest in Europe. This is **Liberec**, our town.

**The Faculty of Economics** of the Technical University of Liberec offers what companies and organisations need at the beginning of the 3rd millennium: top-quality education, research, knowledge, experience, and cooperation. During its existence, the faculty has been transformed into a prestigious, respected institution providing a complete education, i.e. bachelor's, master's and doctoral degrees, in these programmes of study: Economics and Management, System Engineering and Informatics, and Economic Policy and Administration.

**The Technical University of Liberec** is a Czech public university with an international environment. We welcome more than 500 international students each academic year, and our international students are an important aspect of our campus life and a valuable addition to the internationalization of TUL's own academic environment.

To help you, we have compiled this guide to advise you about the practical aspects of studying at the Faculty of Economics of TUL. We have tried to anticipate the questions and concerns you may have as international student at FE TUL.

All the best for a smooth start to your studies at FE TUL

# Accredited Study Programmes

in English open in academic year 2022/2023

## Master Degree Programme (2 years):

- **Business Administration**  
Specialization: Management of Business Processes
- **International Management (double degree with TUD)**

## Doctoral Study Programmes (4 years):

- **Business Administration and Management**
- **System Engineering and Informatics**  
Specialization: Managerial Informatics

# Support of International Office

**TUL International Office** is here to everything specific to your studies at the Technical University of Liberec.

<https://www.tul.cz/en/university/international-office/>

## Orientation Week

This period prior to the very beginning of the academic year consists of various events held to welcome new degree students and help them with orientation. The events will partly overlap with those planned within the Welcome Days for the Erasmus+ exchange students from our partner universities.

## Checklist for Getting Started:

### Accommodation

- ✓ Come to the dormitory with a passport-size photograph and CZK 5,000 in cash to be able to settle the safety deposit and check-in to the dormitory. You can change money at the airport or take it from the ATM there. If you come earlier than your course begins, you will have to pay for accommodation in advance. During your study course, rent is paid in the following month for the completed previous month stay.
- ✓ Fill in the rental form at the dormitory, collect your bedding and fill in the foreign police form if you are on a visa stay. Have a good first-night dream in your new home.

- ✓ On the following day come to the International Office with your passport. IC building, floor3.

*Address: TUL students' hostel "Harcov", 17. listopadu 584, 460 15 Liberec 15, Czech Republic*

For more information on accommodation, please see:

<https://www.tul.cz/en/students/life-at-tul/acommodation/>

### ISIC Card

- ✓ Enroll

Get enrolled in your Faculty's Affairs Office: photograph taking, filling in the ISIC form card and settling the fee, and registration of your subjects. Your ISIC card will be issued in several days.

With your ISIC card you will be able to activate it for the Liberec public transportation and after paying a deposit at the canteen office, you can start using it for ordering meals online.

<https://www.tul.cz/en/erasmus-2/incoming-students/i-identification-card-isic/>

## IT System LIANE

- ✓ You will get your user name and password for the internal IT system called **Liane**. Activate your e-mail account by changing the password provided.

<https://liane.tul.cz/en/e-mail>

## University Email

- ✓ You should use the university email for all study related correspondence. All email addresses have the same structure – `firstname.surname@tul.cz`. Email has the same password as LIANE.

## Study Visa

- ✓ Deal with formalities

Within three working days either register with the Foreign Police if you are on a degree-course and your visa is marked as D/VC. If your visa is marked as D/VR, you should go to the Visa office (OAMP). The embassy usually informs you on the necessity to go there for the biometrics (fingerprints and photograph taking). If in doubts, check with the International Office. At the Foreign Police you need to take with you your passport, proof of your health insurance and the same card you filled in at the dormitory. Afterwards open a bank account in the Czech Republic and get a local SIM card. The International Office will assist with advice.

- ✓ Remember that you will need to prolong your visa or residence when it expires. Attention: The process of visa renewal should start at least 2 months before your visa expires! Please keep in mind that we are required by law to inform the Czech Ministry of Interior of your student status. So if you stop studying, your visa will be terminated.

## ESN Club

- ✓ Discover your new home

Guided city tours, pub crawls, freshmen retreats of student clubs, language tandems, university sports, excursions of the ESN club, University Choir, Orchestra and so forth. It is possible to contact a volunteer from TUL to help you at the beginning of your stay. This is called the "Buddy Programme". We recommend you register in time for ESN and you will be assigned a Czech Buddy student who will take care of you to find your way around.

<http://www.esn-liberec.cz/>

## The International Office Contacts

General email: [international@tul.cz](mailto:international@tul.cz)

*Head of the International Office Erasmus+ Institutional Coordinator*

(IC building, 3rd floor):

Mgr. Zuzana Veselá

email: [zuzana.vesela2@tul.cz](mailto:zuzana.vesela2@tul.cz)

phone: +420 485 353 931

*International Admissions and Recognition of International Education, International Office*

(Building IC, 3rd floor):

**Mgr. Hana Králová**

email: [hana.kralova@tul.cz](mailto:hana.kralova@tul.cz)

phone: +420 485 353 541

*Support for International Students, International Promotion of TUL, TUL Social Media in English*

(Building IC, 3rd floor):

Ing. Tereza Pocová

email: [tereza.pocova@tul.cz](mailto:tereza.pocova@tul.cz)

phone: +420 485 353 612

# Administrative Aspects

## IT resources & facilities

**LIANE** (Liberec Academic Network) is computer network of technical University of Liberec.

LIANE users can use following central managed services:

- Access to internet (Ethernet, Wi-Fi)
- Central managed username and password used to access many services (access to computers in classrooms, library, e-learning systems etc.)
- E-mail account: [firstname.surname@tul.cz](mailto:firstname.surname@tul.cz)
- Membership in **Eduroam** - project, thanks to which you will get access to the network on other universities in the Czech Republic and also abroad.

Accounts in LIANE network are automatically created to every student of the first year according to the information provided by study department of each faculty. These accounts are valid whole duration of studies.

Administrators of LIANE network are located in building A in the last floor of this building (room 4023). There are solved problems with lost passwords, problems with wi-fi etc. Please, visit administrators only during office hours. LIANE at dormitories has its own office located in Harcov (basement of building B).

<http://liane.tul.cz/en>

If you need just to change the password, contact **your Study Office**, please!

## University E-mail

Every registered user of LIANE network has assigned an e-mail address in the form: [firstname.surname@tul.cz](mailto:firstname.surname@tul.cz) where the [firstname.surname](mailto:firstname.surname@tul.cz) on the beginning corresponds to the **username**. Mailbox size is 0.5 GB.

There are two basic ways how to use our university e-mail system:

- any common e-mail application like Thunderbird or MS Outlook for PC, or any e-mail app for mobile phone,
- web interface: <https://webmail.tul.cz> – you need only common web browser. This is the simpler way to access your correspondence but the user comfort is a bit limited.

## Student ID card

<https://www.tul.cz/en/students/identity-cards/>

Every student enrolled at the Technical University of Liberec must have a valid student ID card – either **ISIC (International Student Identity Card)** or cheaper **TUL student card** with chip. You can choose the type of the card you would like to get and fill in the application form. At enrolment, you have to pay the price of the chosen card at the Study Office. With the confirmed request, you should get to be photographed. Information on the place and time of the photography will be announced at enrolment. The ISIC card is valid only for one year, the next years you only need to buy the ISIC revalidation token.

You can use this card even for public transportation. When you have your **ISIC** and your **dormitory card** with your photograph, you can buy the monthly ticket for the local transportation.

## TUL Library

<https://knihovna.tul.cz/en/>

The University Library provides access to information through its book collection, journals, databases, e-books, theses and e-learning. The library is housed in the H building, it has a branch in E2. A maximum of 20 items can be borrowed at any one time. Textbooks can be borrowed for 2 months (60 days), books for 1 month (30 days). Magazines and games can be borrowed for up to a week (7 days), the latest issue of

the magazine is always available only as in-house loan. Non-book documents such as CDs, DVDs, etc. have a borrowing period of 2 weeks (14 days). The same period applies to eBook readers. All borrowings can be extended twice (unless the information source is reserved by another user). Study rooms with university network computers are available. All you need to do to activate your access into the library is to bring your **ISIC** (or student card) with you and register at the information desk.

## Study Fees

**The fee of 3,500 USD** is set for one academic year 2022/2023 for Bachelor and Master Degree programmes; and **1,200 USD** for one academic year for Doctoral Degree programmes.

All payments between the student and TUL have to be conducted only by bank transfer. You should add your banking account number into IS STAG. **Please make sure we will get full amount of the fee to our account!** Banking fees are your responsibility. Please use option: OUR which means "Remitter pays all fees" or "Sender bears transaction fees". All fees will be charged to the sender of the transfer and the receiver gets the full amount submitted by the sender.

The study-related fees have the due date **within 30 days** after the receipt of the decision. The fees shall be transferred to the bank account of the Technical University of Liberec:

Amount: USD 3,500

Account Nr. 681641013/0300

IBAN: CZ16 0300 0000 0006 8164 1013

SWIFT: CEKOCZPP

Bank Account Holder: Technická univerzita v Liberci

Bank Name: ČESKOSLOVENSKÁ OBCHODNÍ BANKA, A.S.

Branch Address: 1. máje 79/18, 461 78 Liberec, Czech Republic

Variable symbol (VS): 3901

Note to the Recipient: Name and Surname/EF/6208T085/study related fee

**If you want to pay in CZK from the Czech Republic, follow the instructions:**

Amount: CZK 90,000

Account Nr. 305806603/0300

Bank Account Holder: Technická univerzita v Liberci  
Bank Name: CESKOSLOVENSKA OBCHODNI BANKA, A.S.  
Variable symbol (VS): 3901  
Note to the Recipient: Name and Surname/EF/6208T085/study related fee

### What is expected of students?

- To be registered for the selected compulsory, required optional or optional classes – in case of uncertainty check with the study office.
- To come to classes (the teachers keep attendance lists, usually some absences are tolerated – this is specified by individual teachers).
- To come to classes **on time!**
- To get the prescribed study books and materials.
- To inform the teacher if you cannot come to the classes for serious reasons (health or family issues, etc.) as soon as possible. Teacher might require a confirmation from a doctor.
- To complete all the tasks assigned by the teachers, submit them on time. Some teachers ask you to do it in paper form, some by e-mail.
- To take part in regular tests – teachers can announce them well in advance or not at all – but they should let you know what their policy is at the very beginning.
- To come to tests and oral exams as scheduled by the teachers in STAG.
- To register in the STAG system for taking credit tests and exams (otherwise, even if you passed all assignments with success, your results could not be recorded).
- To unregister from exams in STAG if you cannot come to the exam or credit. There is usually a deadline by which you can do without any harm. If you don't unregister, you have 5 day for justification, otherwise the exam term is graded as FAIL.
- If you want to see your teacher in his/her office during semester, you should come in his/her office hours (available on website of EF TUL, Department, Academic Staff, search for the name of the teacher: <http://www.ef.tul.cz/en/departments>). Office hours during the exam period are typically by email appointment.

### Important University Documents in English

The **Act No. 111/1998 Coll.** is the University's principal governing document.

More information on the rules and practical framework within which the University conducts its business is set out in the following internal documents of the University:

- TUL Statutes
- Study and Examination Regulations
- Disciplinary Code
- Scholarship Regulations
- Rules of the Quality Assurance and Internal Quality Evaluation System of the Technical University of Liberec
- Ethics Code for Employees and Students
- Rules for Use of the LIANE Computer Network

All of those documents you can find here:

<https://www.tul.cz/en/students/study-regulations/>

To read at least **TUL Statutes** and **Study and Examination Regulations** is a must!

### **Important Faculty Documents in English**

For important faculty documents in English, please see:

<https://www.ef.tul.cz/en/students/study-regulations>

# Academic Aspects

The academic year comprises of two semesters, a winter semester and a summer semester. There is an examination period after each semester. The length of each semester is approximately fourteen weeks.

For general semester dates and holidays, please refer to the "[Academic Calendar](#)".

## Credit and Examination System

Studies in Bachelor, Master and doctoral programme programmes are realized by means of a credit system. Each subject included in the study programme is assigned a certain number of credits. A student obtains credits after passing the subject; i.e. in the case of subjects concluded by a credit after passing **the credit**, in the case of subjects concluded by an examination (or by a credit and an examination) after passing **the examination**. At the same time, the student must complete the subject in the academic year in which s/he has registered for it, and at the latest within the deadline set in the given academic year's Calendar. According to the study programme, a student must obtain **the number of credits equal to at least the standard number of years of studies multiplied by sixty (180 credits in Bachelor's, 120 credits in Master's, 240 credits in Doctoral study programme)**. The credits must be obtained for subjects required by the study programme and the study plan.

## Examinations

**Examinations** and remedial examinations are usually organized during the lesson-free period specified by the Calendar of the given academic year. With the teacher's approval, examinations can be taken also during the holidays or during the semester, but at the latest by the deadline specified by the Calendar of the given academic year.

## Enrolment for studies

An applicant becomes a student on the day of enrolment for studies. A student can be enrolled for the next academic year or semester provided s/he fulfils the conditions for enrolment into the next year or semester of study set out in the relevant study programme and in the Study and Examination Regulations.

## Registration for Subjects

A student shall register for subjects in such a way that s/he keeps the study structure given by the Study Programme regarding their status. A student can register any TUL subject as an optional subject within the block of optional subjects provided the Dean of his/her faculty agrees to this and also provided the Head of the

Department guaranteeing the subject grants approval based on the number of enrolled students. At the beginning of each academic year a student registers for all subjects of his/her study plan in STAG (our Study Office will assist you by this!).

### Requirements for students in the first year of study

According to the Study and Examination Regulations of TUL, the student must acquire **15 credits** during the **1st semester** of studies; and **35 credits** during **the first year** of studies.

### Information System STAG

<http://stag.tul.cz>

At the Technical University of Liberec all study records about each study programme, subject, timetable events, study results, etc. are recorded in **the information system** called **STAG** (Study Agenda). Make sure to keep your access data obtained from the Study Department in a safe place so that you can read information about test dates you are to register for, assessment for your tests and examinations and so on.

STAG is connected to the LIANE authentication system and therefore it uses the same password!

Registration and deregistration for examinations is done through the **IS STAG**. A student has the right to deregister by the deadline set in the IS STAG. A student who deregisters from an examination in time is considered as if he/she had not registered for the examination. If a student withdraws from an examination after it begins, if s/he does not come to an examination without a proper excuse or if s/he violates the examination rules, s/he is classified as "failed"

### Schedule

A student composes his/her preliminary personal study plan for the following academic year from the Study Plan by means of **pre-registration** into the IS STAG, i.e. by registration to study particular subjects in the following academic year in the terms given by the schedule of the IS STAG.

The pre-registration is compulsory; without registering a subject into the IS STAG, it is not possible to complete the subject (credit, graded credit, examination in the given semester) and receive credits for its completion. Pre-registration is usually in June and at the beginning of September. There is usually an adjusting pre-registration for the summer semester during January. Applicants who have been enrolled into the 1st year of a Bachelor or a Master study programme, which does not follow up a Bachelor study programme (henceforth "non-follow-up study programme"), are registered into the IS STAG by the study department.

By registering for the subjects in the academic year or semester (compulsory, required optional or optional), the student's personal study plan is confirmed and it **becomes compulsory** for the student!

If you don't not fulfil the requirements for obtaining credits for a subject, you can register for this subject **two more times** (for the third registration you have to apply by the Dean).

## Study Materials

Some of your teachers may have sets of study materials available to view or download. There are several ways how they share the materials with students. You should be informed about this possibility by each teacher in introduction to the course.

Recently, **e-learning** support was prepared for most of the courses taught at the Faculty of Economics. It is more complex and interactive than basic storage sites.

How to register into the selected course in e-learning?

- go to web page: <https://elearning.tul.cz/login/index.php?lang=en>
- use your LIANE username and password to login into the course – click the button **TUL members (LOGIN Liane)**, not Users outside TUL!!!!
- in section navigation -> My profile ->Registration of the courses (Registrace/odregistrace kurzů STAG) you will choose the courses you want (version 2022) - you can see the course here, only if you have the course registered in STAG!
- than you have click to Save changes !
- now you should see your desired course in the section My courses

## Grading

The examiner evaluates an examination by the following grades:

Czech Grade	ECTS Grade	Grade
1	A	Excellent
1-	B	Excellent minus
2	C	Very good
2-	D	Very good minus
3	E	Good
<b>4</b>	<b>F</b>	<b>Failed</b>

The teacher will inform you in advance about the requirements for each grade.

## Final Master Theses

Studies in Master study programmes are completed by the **State Final Examination**, a part of which is the defence of a **Master Thesis**. The Master Thesis is assessed by its supervisor and an opponent. The opponents of Master Theses are usually not TUL employees.

## Final Thesis Assignment

<http://www.ef.tul.cz/en/students/follow-up-master-studies/instructions-for-assignment-and-processing-of-final-thesis>

Students **register for the framework topic of the Master Thesis** during the 1<sup>st</sup> year of Master study (during April, a year before finishing the study) at one of the departments in a given term. The final thesis is to be worked out within the framework of the **Diploma Thesis I and II course**. The student has to meet a deadline and submit the thesis to the head of the appropriate department.

The topics of final Master Thesis for assignment are available in the IS STAG since mid-March. Please login into IS STAG, then go to MY STUDY – THESIS TOPICS. Select the academic year 2022/2023 and you can search for topics in English according to your interest or intended specialization.

A student can propose an individual framework topic **by the end of February** at the latest by individual agreement with the future supervisor of the final thesis. In case of approving the final thesis topic by the thesis supervisor and the guarantor of the study field, this topic shall be stipulated in the study record system STAG with the note that it is intended for a particular student.

Students should follow the requirements given by the supervisor of selected topic, and of course, they can consult the selected thesis proposals with possible supervisors.

The registration of the topics of the master thesis usually starts **in IS STAG on 1 April**. Each student can register up to three topics.

**During April**, supervisors will select students (they can choose more students per topic). Students will confirm their interest and opt out of other registrations. In case the selected subject is not confirmed, the student selects other available topics.

After registering with the supervisor, the student will complete the background for the **specific topic assignment of the FT** into the IS STAG (tab of FT topics):

- title in English language,
- the principles for elaboration (in the form of a numbered list) must be in accordance with the name of the assignment of the topic of FT and must correspond to what the student is supposed to solve in the assignment of the topic of FT,
- a list of recommended current literature (in the form of a bulleted list, not older than 10 years (at least 1-2 foreign sources). The student will leave the item of the list (PROQUEST) unchanged, enter the name of the consultant under the bibliography for two rebounded lines.
- the student chooses - "Student completes the supplementary background of the FT" and saves it.

The thesis supervisor checks the data entered by the student into IS STAG and, if necessary, agrees with the student on the adjustments. After the final adjustments, the teacher chooses "the teacher's approval of the supplementary background of the FT and saves it.

The head of the department will approve the specific assignment in IS STAG through the bulk approval of topics as of 15.10. in AY 2021/2022.

Subsequently, the dean approves the assignment through mass approval in IS STAG.

In the event of disapproval by the Dean or the Head of the Department, the assignment shall be returned to the student.

After approval by the Dean, no later than 31. 10. in AY the secretariat of the relevant department generates an assignment from the IS STAG, which will be a part of the printed FT.

You have the right to change the topic of your master thesis once, if needed.

### Processing of Final Thesis

In June during your 1<sup>st</sup> year of study, there is given a **diploma seminar** which serves as a guide for the processing of Final Thesis. Participation in this seminar is obligatory! The credit (DS1PE) is awarded by the supervisor of the diploma thesis the next academic year on the basis of participation in the seminar.

During your 2<sup>nd</sup> year of study you are supposed to work on your final thesis in co-operation with your supervisor.

Submission of the Master's diploma thesis in AY 2022/2023: **not later than 05.05.2023 (an assignment of diploma thesis topic is valid max 2 years).**

### State Final Examination

The **State Final Examination** is taken in front of a committee for SFE, usually twice a year during the lesson-free period.

For more information on the State Final Examination, please see: <http://www.ef.tul.cz/en/students/follow-up-master-studies/final-state-examination>

A student can sit for SFE or its last part if the following conditions have been met:

- he/she has obtained the **minimal number of credits** set by the Study Programme, and fulfilled all the study obligations set by his/her personal Study Plan,
- he/she has **completed his/her Bachelor or Master Thesis** on a given subject in the required extent and has submitted it within the deadline if this is prescribed by the study programme,
- a student is obliged to hand in his/her Bachelor or Diploma Thesis **during the year following** the year of his/her fulfilment of all study obligations at the latest.

State Final Examination at the Faculty of Economics contains of **two separate parts**:

- **The State Examination in Economics** (SZZE) - students must register for the SZZE at the Department of Economics by submitting the registration form not later than 2 weeks before the announced term of State Exam. Only students who passed partial exams in subjects Microeconomics II and Macroeconomics II are allowed to register for the State Exam in Economics. SZZE usually takes place in January/February.
- **The Final State Examination in Business Economics** (SZZPE) including the **Defense of the Diploma Thesis** - students must register for the SZZPE at the department which supervises their course of study (final thesis) not later than 2 weeks before the announced term of State Exam. Part of the final state examination is the defence of the diploma thesis. For the defence, it is recommended to use a template of the final thesis presentation available from: <http://www.ef.tul.cz/en/students/follow-up-master-studies/final-state-examination>

The Final State Examination in Business Economics contains topics from following subjects:

**Management, Financial Management, Marketing and Research Methods.**

**List of topics** for the Final State Exam of the follow-up study program of Business Economics is available here: <http://www.ef.tul.cz/files/pages/Topics%20for%20FSE%20EN.pdf>  
SZZPE usually takes place in May/June and January/February.

Each part of the State Final Examination can be **resit twice**.

# Recommended Study Plans

Study programme: BUSINESS ADMINISTRATION - N 0413A050008

Specialisation: Management of Business Processes - 56

Recommended study plan in the academic year 2022/2023

## 1<sup>st</sup> SEMESTER - Compulsory Courses

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
Microeconomics II	MI2PE	KEK	2/2	5	zp./zk.
Strategic Management	SM	KPE	2/1	4	zp./zk.
Managerial Accounting	MUC	KFÚ	2/2	4	zp./zk.
Project Management S	PR	KIN	2/1	4	zp./zk.
Auditing S	AUD	KFÚ	2/1	4	zp./zk.
<b>Total Credits</b>				<b>21</b>	

## 1<sup>st</sup> SEMESTER - Required Optional Courses Specialization

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
Information Systems and Services	ISS	KIN	2/1	4	zp./zk.
<b>Total Credits</b>				<b>4</b>	

## 1<sup>st</sup> SEMESTER - Required Optional Courses

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
Language I	A1GH	KCJ	0/2	3	zp.
Corporate Social Responsibility	SOD	KPE	2/1	4	zp./zk.
<b>Total Credits</b>				<b>7</b>	

**TOTAL CREDITS FOR 1<sup>st</sup> SEMESTER:**

**32**

## 2<sup>nd</sup> SEMESTER - Compulsory Courses

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
Macroeconomics II	MA2PE	KEK	2/2	5	kzp.
Quantitative Methods in Management	KMM	KPE	2/2	4	zp./zk.
Innovative Marketing	IM	KMG	2/2	4	zp./zk.
Marketing Research and Data Analysis	MVA	KMG+KSY	3/3	5	zp./zk.

Environmental Management S	EM	KPE	2/1	4	zk.
Financial Management	FIR	KFÚ	2/2	4	zp./zk.
State Examination in Economics	SZZE	KEK			
<b>Total Credits</b>				<b>26</b>	

### 2<sup>nd</sup> SEMESTER - Required Optional Courses Specialization

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
International Accounting Systems	MUS	KFÚ	2/0	4	zk.
<b>Total Credits</b>				<b>4</b>	

### 2<sup>nd</sup> SEMESTER - Required Optional Courses

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
Language I	A1HH	KCJ	0/2	3	zp.
<b>Total Credits</b>				<b>3</b>	

### TOTAL CREDITS FOR 2<sup>nd</sup> SEMESTER:

**33**

Note: Article 7, par. 4 of Study and Examination Regulations of the Technical University of Liberec:

Conditions for enrolment into the following academic year are fulfilled by a student who:

- gained the minimum of **35 credits** in the first year of his/her studies for the subjects registered in the relevant academic year, the study programme can state the particular subjects in which a student has to obtain these credits or part of them,
- in other academic years, gained at least **30 credit** points for the subjects registered in the relevant academic year,
- pre-registered subjects successfully,
- credits for subjects recognized for previous studies at TUL or other faculties or universities (not applicable to subjects recognized under ERASMUS+) cannot be included in the required number of credits according to (a) and (b).

### 3<sup>rd</sup> SEMESTER - Compulsory Courses

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
Innovation Management	MI	KPE	2/2	4	zp./zk.
Business Planning and Controlling S	PPC	KFÚ	2/1	4	zp./zk.
Taxes and Tax Practice	DDP	KFÚ	2/1	4	zp./zk.
Diploma Seminar I	S1	Department *	0/2	1	zp.
Diploma Thesis I	D1PP	Department *	0/3	6	zp.
<b>Total Credits</b>				<b>19</b>	

### 3<sup>rd</sup> SEMESTER - Required Optional Courses

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
Language I	A1HH	KCJ	0/2	3	zp.
Business Intelligence	BUI	KIN	1/1	3	zp./zk.
Public Finance	VF	KFÚ	2/0	4	zk.
<b>Total Credits</b>				<b>10</b>	

### TOTAL CREDITS FOR 3<sup>rd</sup> SEMESTER:

**29**

### 4<sup>th</sup> SEMESTER - Compulsory Courses

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
Topical Legal Issues	APR	KPE	2/0	3	zk.

Business Environment	POP	KPE	2/1	4	zp./zk.
Quality Management S	MNK	KPE	2/2	4	zp./zk.
Diploma Seminar II	S2	Department *	0/2	1	zp.
Diploma Thesis II	D2PP	Department *	0/6	12	zp.
Final State Examination	SZPP	KPE			
<b>Total Credits</b>				<b>24</b>	

#### 4<sup>th</sup> SEMESTER - Required Optional Courses Specialization

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
Selected Accounting and Tax Issues	VUD	KFÚ	2/1	4	zp./zk.
<b>Total Credits</b>				<b>4</b>	

#### 4<sup>th</sup> SEMESTER - Required Optional Courses

Course title	Abbrevia-tion	Department	Classes	No. of credits	Course is completed with
Human Resource Management in Business Environment	HRM	KPE	2/2	5	zp./zk.
<b>Total Credits</b>				<b>5</b>	

**TOTAL CREDITS FOR 4<sup>th</sup> SEMESTER: 33**

**TOTAL CREDITS FOR THE WHOLE STUDY: 127**

Students select optional courses so that they reach **minimum 120 credits in their study programme.**

**Note:**

zp. = credit (non graded) - "zápočet" - acquiring credits does not depend on grading,

zk. = examination (graded) - "zkouška" - acquiring credits depends on grading.

Study programme: INTERNATIONAL MANAGEMENT (DOUBLE DEGREE) - N0413A050030IM

1<sup>st</sup> year – Compulsory courses at the Technical University of Liberec (TUL)

Name of the course	Abbr.	Guaranteed by	Lecture/ Seminar	Number of Credits	Course is completed with*	Enrollment
Strategic Management*	SMIM	KPE	2/1	5	zp./zk.	1 <sup>st</sup> semester
Project Management	PRIM	KIN	2/1	5	zp./zk.	1 <sup>st</sup> semester
Logistics Management*	PLIM	KPE	2/1	5	zp./zk.	1 <sup>st</sup> semester
International Business Ethics*	PEEIM	KMG	1/1	5	zp./zk.	1 <sup>st</sup> semester
International Trade Environment*	MOPIM	KMG	2/1	5	zp./zk.	2 <sup>nd</sup> semester
Organisation and Personal Management	HRMIM	KPE	2/2	5	zp./zk.	2 <sup>nd</sup> semester
Marketing Research and Data Analysis*	MVAIM	KMG	3/3	5	zp./zk.	2 <sup>nd</sup> semester
Quality Management	MNKIN	KPE	2/2	5	zp./zk.	2 <sup>nd</sup> semester
<b>Total number of credits</b>				<b>40</b>		

\* Students can complete marked courses at TUL or TUD.

Alternatives of Compulsory courses at IHI Zittau, Technical University of Dresden (TUD) for 1<sup>st</sup> year:

\*(schedules at TUL and IHI/TUD may collide)

Name of the course	Abbr.	Guaranteed by	Lecture/ Seminar	Number of Credits	Course is completed with*	Enrollment
Responsible Management* (alternative to Strategic Management)		TUD	3/1	5	zp./zk.	1 <sup>st</sup> semester
International Logistics Management* (alternative to Logistics Management)		TUD	2/2	5	zp./zk.	1 <sup>st</sup> semester
International Business Ethics*		TUD	3/1	5	zp./zk.	1 <sup>st</sup> semester
Quantitative Methods of Empirical Research (alternative to Marketing Research and Data Analysis)*		TUD	2/2	5	zp./zk.	1 <sup>st</sup> semester (2 <sup>nd</sup> sem. at TUL!)

1<sup>st</sup> year - Compulsory courses at IHI Zittau, Technical University of Dresden (TUD)

Name of the course	Abbr.	Guaranteed by	Lecture/ Seminar	Number of Credits	Course is completed with*	Enrollment
Intercultural Communication and Foreign Language Skills		TUD	1/2	5	zp./zk.	1 <sup>st</sup> semester
<b>Total number of credits</b>				<b>5</b>		

1<sup>st</sup> year – Required-optional Courses at the Technical University of Liberec (TUL)

Name of the course	Abbr.	Guaranteed by	Lecture/ Seminar	Number of Credits	Course is completed with*	Enrollment
Taxes and Tax Practice	DDPIM	KFÚ	2/1	5	zp./zk.	1 <sup>st</sup> semester
Business Planning and Controlling	PPCIM	KFÚ	2/1	5	zp./zk.	1 <sup>st</sup> semester
Innovation Management	MIIM	KPE	2/2	5	zp./zk.	1 <sup>st</sup> semester
Business Intelligence	BUIIM	KIN	1/1	5	zp./zk.	1 <sup>st</sup> semester
Macroeconomics II	MA2PE	KEK	2/2	5	kzp.	2 <sup>nd</sup> semester
Business and Enterprises Insurance	POPIM	KSY	2/2	5	zp./zk.	2 <sup>nd</sup> semester
Quantitative Methods in Management	KMMIM	KPE	2/2	5	zp./zk.	2 <sup>nd</sup> semester
Impacts of Globalization on the Developing Countries	IDCIM	KEK	2/1	5	zp./zk.	2 <sup>nd</sup> semester
International Accounting Systems	MUSIM	KFÚ	2/0	5	zk.	2 <sup>nd</sup> semester
Startup – Business and Enterprise	SUP	KPE	1/2	4	zk.	2 <sup>nd</sup> semester

1<sup>st</sup> year – Required-optional Courses at IHI Zittau, Technical University of Dresden (TUD)

Name of the course	Abbr.	Guaranteed by	Lecture/ Seminar	Number of Credits	Course is completed with*	Enrollment
Intercultural Communication and Foreign Language Skills 2 (module name: Intercultural Competences)		TUD	1/2	5	zp./zk.	2 <sup>nd</sup> semester
Total number of credits				5		

1<sup>st</sup> year – Courses at the Technical University of Liberec (TUL) only for IHI/TUD students

Name of the course	Abbr.	Guaranteed by	Lecture/ Seminar	Number of Credits	Course is completed with*	Enrollment
Intercultural Communication and Foreign Language Skills	CIM	KCJ	0/4	5	zp./zk.	1 <sup>st</sup> or 2 <sup>nd</sup> semester
Total number of credits				5		

2<sup>nd</sup> year – Compulsory courses at IHI Zittau, Technical University of Dresden (TUD)

Name of the course	Abbr.	Guaranteed by	Lecture/ Seminar	Number of Credits	Course is completed with*	Enrollment
Ressources Management and Technological Progress		TUD	2/2	5	zp./zk.	3 <sup>rd</sup> semester
Total number of credits				5		

2<sup>nd</sup> year – Required-optional Courses at IHI Zittau, Technical University of Dresden (TUD)

Name of the course	Abbr.	Guaranteed by	Lecture/ Seminar	Number of Credits	Course is completed with*	Enrollment
Research Project in International Business		TUD	0/4	5	zp./zk.	3 <sup>rd</sup> semester
Managing the Multinational Company		TUD	2/2	5	zp./zk.	3 <sup>rd</sup> semester
International Business Law		TUD	1/1	5	zp./zk.	3 <sup>rd</sup> semester
Biodiversity Management and Sustainability		TUD	2/2	5	zp./zk.	3 <sup>rd</sup> semester
Ecosystem Services – Foundations		TUD	3/2	5	zp./zk.	3 <sup>rd</sup> semester
Environmental Law		TUD	4/1	5	zp./zk.	3 <sup>rd</sup> semester
Case Studies in Supply Chain Management		TUD	2/2	5	zp./zk.	3 <sup>rd</sup> semester
Finance		TUD	1/2	5	zp./zk.	3 <sup>rd</sup> semester
Applied Microeconomics		TUD	2/2	5	zp./zk.	3 <sup>rd</sup> semester

2<sup>nd</sup> year - Compulsory courses at the Technical University of Liberec (TUL) or IHI Zittau, Technical University of Dresden (TUD)

Name of the course	Abbr.	Guaranteed by	Lecture/ Seminar	Number of Credits	Course is completed with*	Enrollment
Methodology of Science*	SIM	KPE		5	zp./zk.	4 <sup>th</sup> semester
Research: Design and Strategies		TUD		5	zp./zk.	4 <sup>th</sup> semester
Diploma Thesis*	DIM	department		25	zp.	4 <sup>th</sup> semester
Master Thesis		TUD		25		4 <sup>th</sup> semester
Final State Examination	SZIM	KPE				4 <sup>th</sup> semester
Total number of credits				30		

\* Students can complete marked courses at TUL or TUD.

A student is **obliged to** gain a **minimum of 30 credits at TUD** during the whole study (credits for the elaboration of the Master Thesis at IHI/TUD: Master Thesis and Research: Design and Strategies cannot be used to fulfil this requirement).

A student is **obliged to** gain a **minimum of 40 credits** from the group of Required-optional Courses (20 credits at TUL + 20 credits at TUD).

The final state exam consists in the defense of a master thesis and a discussion of the following topics:

**Compulsory courses:**

- Strategic Management,
- Project Management
- International Trade Environment,
- Organisation and Personal Management,
- International Business Ethics

A student works on **the diploma thesis** during **the 4<sup>th</sup> semester** (which is already without regular classes); it can be processed at TUL or IHI/TUD. The student will receive the assignment of the diploma thesis at TUL at the selected department, at which he/she will apply in the given deadline (usually during April, a year before the end of studies). The diploma thesis is submitted to the thesis supervisor within the deadline specified in the assignment. Students who will process the diploma thesis at IHI/TUD must register min. 4 months before the DP submission deadline. The student will receive instructions for elaborating the diploma thesis at TUD from the study department of IHI/TUD.

The condition for applying for the final state examination is to obtain **at least 120 credits** during the 1st and 2nd year in the corresponding structure of courses and submission of the diploma thesis.

**Doctoral study programme: ECONOMICS AND MANAGEMENT**  
**P0413D050020**

**Study programme: Business Administration and Management – P0413D050020**

**Compulsory Courses:**

Course title Lecturers	Abbreviation	Department	Classes	No. of credits	Course is completed with	Enrolment
Managerial Economics prof. Ing. Jiří Kraft, CSc. doc. PhDr. Ing. Pavla Bednářová, Ph.D. doc. Ing. Šárka Laboutková, Ph.D.	ME-D	KEK	40	15	zk.	1 <sup>st</sup> – 2 <sup>nd</sup> semester
Statistics and Data Analysis prof. RNDr. Jan Pícek, CSc.	SAD-D	FP-KAP	40	15	zk.	1 <sup>st</sup> – 2 <sup>nd</sup> semester
Ekonomics and Organizations Management prof. Ing. Miroslav Žižka, Ph.D. prof. Ing. Ivan Jáč, CSc. doc. Ing. Kateřina Maršíková, Ph.D. doc. Ing. Petra Rydvalová, Ph.D. doc. JUDr. Ing. Bohumil Poláček, Ph.D., MBA,LLM	EMO-D	KPE	40	15	Sdz	2 <sup>nd</sup> -3 <sup>rd</sup> semester
Methodology of Science doc. Ing. Klára Antlová, Ph.D. prof. Ing. Miroslav Žižka, Ph.D.	MVE-D	KIN	30	10	zp.	2 <sup>nd</sup> semester

Colloquium	KOL-D	dep.*	8	10	zp.	3 <sup>rd</sup> semester
Pedagogical Activity I *	PP1-D	dep.*	0/4	5	zp.	1 <sup>st</sup> semester
Pedagogical Activity II *	PP2-D	dep.*	0/4	5	zp.	2 <sup>nd</sup> semester
Pedagogical Activity III*	PP3-D	dep.*	0/4	5	zp.	3 <sup>rd</sup> semester
Pedagogical Activity IV *	PP4-D	dep.*	0/4	5	zp.	4 <sup>th</sup> semester
Pedagogical Activity V*	PP5-D	dep.*	0/4	5	zp.	5 <sup>th</sup> semester
Pedagogical Activity VI*	PP6-D	dep.*	0/4	5	zp.	6 <sup>th</sup> semester
Research Activities **	V?-D	KIN		min. 95	zp.	
Internship Abroad ***	ZAS-D	dep.*	12 týdnů	30	zp.	1 <sup>st</sup> -6 <sup>th</sup> semester
State Doctoral Exam	SDZPE	KPE				4 <sup>th</sup> semester

In the Study programme Business Administration and Management, it is necessary to pass compulsory subjects, major optional subjects profiling specialization, as well as optional subjects. The structure of optional subjects is given by the study plan of doctoral student. Students must gain a minimum of 240 credits for the whole study programme.

Note:

\* Pedagogical Activity is completed by a credit awarded by the head of the department where the doctoral student carries out his/her pedagogical activities.

\*\*The student is involved in the Research Activities of the training workplace under the supervision of his/her supervisor and publishes the results of research activities.

### The results of publishing activities are evaluated by credits as follows:

Type of outcome	ECTS credits
Publishing in a journal with a recognized IF in Q1 and Q2 (indexed in WoK) = V40-D	40
Book monographic publication (published outside the Czech Republic and the Slovak Republic) = V30-D	30
Publishing in a journal with IF v Q3 a Q4 (indexed in WoK) = V30-D	30
Publishing in a Scopus indexed journal with SJR in Q1 and Q2 = V25-D	25
Publishing in a ESCI WoK journal = V25-D	25
Publishing in a Scopus journal with SJR in Q3 and Q4 = V20-D	20
Book monographic publication (ČR or SR) = V20-D	20
Publishing in indexed proceedings (WoK, Scopus) = V15-D	15
Textbook, students book = V10-D	10
Publishing in a non-indexed peer-reviewed journal = V8-D	8
Other scientific publications, presentations, performances (conferences without indexing in the Scopus or WoK database, professional magazines, etc.) = V5-D	5

In the case of co-authors, the number of credits is awarded according to the share of individual authors. Provided the share is not given, then the number of credits is divided by the number of authors. If the supervisor a co-author, the supervisor is removed from the share division.

\*\*\* During the first three years of study, a student must complete a placement at a selected foreign university or a research institution for a minimum of one month. The length of the internship can be divided into several parts with a minimum duration of one week. The internship can be completed by visiting other foreign institutions, participating in a European research project, or directly contributing to international cooperation in another form.

\*\*\*\* A prerequisite for participating in the dissertation defence is a list of publications that contains at least one author (student) publication in a journal with a non-zero impact factor or two author publications with non-zero SJR value; in case of co-authorship, the shares add up. In this case, a publication written with the student's supervisor is considered as the student's publication.

## Major Optional Courses:

Course title Lecturers	Abbreviation	Department	Classes	No. of credits	Course is completed with	Enrolment
HR Management doc. Ing. Kateřina Maršíková, Ph.D.	HRM-D	KPE	20	10	zk.	1 <sup>st</sup> – 4 <sup>th</sup> semester
ICT Management doc. Ing. Klára Antlová, Ph.D.	IN-D	KIN	20	10	zk.	1 <sup>st</sup> – 4 <sup>th</sup> semester
Innovation Management doc. Ing. Klára Antlová, Ph.D. doc. Ing. Petra Rydvalová, Ph.D.	IM-D	KIN	20	10	zk.	1 <sup>st</sup> – 4 <sup>th</sup> semester
Internationalization Theories of the Business Strategies and Processes doc. Ing. Zuzana Pěničková, Ph.D.	ITP-D	KMG	20	10	zk.	1 <sup>st</sup> – 4 <sup>th</sup> semester
Quantitative Methods in Management Decision Making prof. Ing. Miroslav Žižka, Ph.D.	KMR-D	KPE	20	10	zk.	1 <sup>st</sup> – 4 <sup>th</sup> semester
Corporate Marketing Management	MRP-D	KMG	20	10	zk.	1 <sup>st</sup> – 4 <sup>th</sup> semester
Business Valuation doc. JUDr. Ing. Bohumil Poláček, Ph.D., MBA,LLM	OP-D	KMG	20	10	zk.	1 <sup>st</sup> – 4 <sup>th</sup> semester
Supply Chain Design doc. Ing. Jakub Dyntar, Ph.D.	SCD-D	KPE	20	10	zk.	1 <sup>st</sup> – 4 <sup>th</sup> semester
Theory of the Firm in Globalized Environment of World Economy doc. PhDr. Ing. Pavla Bednářová, Ph.D.	TFE-D	KEK	20	10	zk.	1 <sup>st</sup> – 4 <sup>th</sup> semester
Research in the New Institutional Economics doc. Ing. Šárka Laboutková, Ph.D.	VIE-D	KEK	20	10	zk.	1 <sup>st</sup> – 4 <sup>th</sup> semester

Each student selects at least two of the listed Major Optional Courses.

### List of Supervisors:

doc. Ing. Klára Antlová, Ph.D.  
 doc. PhDr. Ing. Pavla Bednářová, Ph.D.  
 doc. Ing. Jakub Dyntar, Ph.D.  
 prof. Ing. Ivan Jáč, CSc.  
 prof. Ing. Jiří Kraft, CSc.  
 doc. Ing. Šárka Laboutková, Ph.D.  
 doc. Ing. Kateřina Maršíková, Ph.D.  
 doc. Ing. Zuzana Pěničková, Ph.D.  
 doc. JUDr. Ing. Bohumil Poláček, Ph.D., MBA,LLM  
 doc. Ing. Petra Rydvalová, Ph.D.  
 prof. Ing. Miroslav Žižka, Ph.D.

## Sample Plan of Study:

### 1st semester

Individual subjects are provided in the form of lectures and seminars in the first three semesters of doctoral studies. In the 1st semester, doctoral students are recommended to study the first compulsory elective course selected from the compulsory elective courses and the first half of the compulsory subjects within both "Managerial Economics" and "Statistics and Data Analysis". At the same time, doctoral students perform pedagogical activities during the 1st semester (i.e. teaching 4 lectures per week). At the end of the 1st semester, the students should pass an exam in their compulsory elective subject.

## 2nd semester

In the 2nd semester, doctoral students should complete the course in Methodology of Science, remaining compulsory subjects of the above-mentioned and the first half of the main compulsory subject "Economics and Management of Organizations". Besides, they should pass exams in both compulsory subjects at the end of the 2nd semester and perform pedagogical activities during the 2nd semester.

## 3rd semester

In the 3rd semester, doctoral students should study the remaining part within the compulsory main subject "Economics and Management of Organizations" completed by a state doctoral examination, which the doctoral student usually takes in the 4th semester. The student also completes his/her second compulsory elective course. During the 3rd semester, doctoral students complete a colloquium at the training department, where they present the proposition of their dissertation thesis and also perform pedagogical activities.

## 4th – 8th semester

4th to 8th semesters are intended primarily on elaborating of a student project or participating in research projects of the department, completing an internship at a foreign university, completing his/her dissertation thesis, publishing partial knowledge, individual research, and individual tutoring with his/her supervisors. Besides, doctoral students should perform pedagogical activities during the 4th semester.

The total of 240 credits is a prerequisite for the defence of the dissertation thesis.

## Sample Plan of Study

SEMESTER	ACTIVITIES OF DOCTORAL STUDENT		NUMBER OF CREDITS
	ČESKY	ANGLICKY	
1 + 2	Manažerská ekonomie (P I)	Managerial Economics III	15
1	Povinně volitelný předmět (PV I)	Major Optional Subject	10
1	Pedagogické působení I *	Pedagogical Activity	5
1 + 2	Statistika a analýza dat (P II)	Statistics and Data Analysis	15
2	Metodologie vědy	Methodology of Science	10
2	Pedagogické působení II *	Pedagogical Activity	5
2 + 3	Ekonomika a management organizací (P III)	Economics and Organizations Management	15
3	Kolokvium	Colloquium	10
3	Pedagogické působení III *	Pedagogical Activity	5
3	Povinně volitelný předmět (PV II)	Major Optional Subject	10
4	Pedagogické působení IV *	Pedagogical Activity	5
4	Státní doktorská zkouška	State Doctoral Examination	
5	Pedagogické působení V *	Pedagogical Activity	5
6	Pedagogické působení VI *	Pedagogical Activity	5
	Vědecko-výzkumná činnost ** <i>Kredity za VV činnost získá doktorand dle druhu výstupu v tabulce</i>	Research Activity	V5-D – V40-D min. 95
1- 6	Zahraniční stáž	Internship Abroad	30
<b>Total number of credits</b>			<b>240</b>

# Calendar of Teaching for Academic Year 2022/2023

The latest version of the Calendar is available on: <http://www.ef.tul.cz/en/students/calendar-of-the-academic-year>

Beginning of the academic year	05.09.2022
End of the academic year	03.09.2023
Final date for fulfilling study requirements of the academic year 2021/2022	09.09.2022
Final date for submitting a request for the third registration for a subject	16.09.2022
Enrolment for studies in all study years – defined by the Decree of the Dean	05.09.2022 - 23.09.2022
Assessment period – no teaching	05.09.2021 - 23.09.2022
Final date for fulfilling study requirements of the academic year 2022/2023	31.08.2023

## Teaching in Winter Semester for all study years

Teaching	14 weeks	26.09.2022 – 23.12.2023
Winter holidays	2 weeks	27.12.2022 - 30.12.2023
Assessment period – no teaching	5 weeks	02.01.2023 - 03.02.2023
Final date for fulfilling study requirements of the Winter Semester for students of 1 <sup>st</sup> year		03.02.2023

## Final State Exams (Bachelor, Master) taken in Winter term

Submission of the final diploma thesis (Master's or Bachelor's)		by 16.12.2022
Submission of the study form from IS STAG and enrolment for the Final State Examination (subject matter) via IS STAG – Bachelor study		not later than 09.01.2023
Submission of the study form from IS STAG and enrolment for the Final State Examination (subject matter) via IS STAG – Master study		not later than 09.01.2023
The State Examination in Economics - 2 <sup>nd</sup> year of Follow up Master studies		16.01.2023 - 03.02.2023
The Final State Examination – subject matter		16.01.2023 - 03.02.2023

Preliminary date of graduation: between 13. 2. 2023 and 17. 02. 2023. The exact date will be announced by the Dean of the Faculty.

<b>Preliminary enrolment for the academic year 2022/2023</b>	
	04.06.2022 (16:00 - 23:59)
	05.06.2022 (16:00) – 03.07.2022(23:59)
	.08.2022 (00:00) - 18.09.2022 (23:59)
<b>Registration of final thesis topics via STAG</b>	01.04.2023 (18:00)

## Teaching in Summer Semester for I., II. years of Bachelor study programmes and I. year of Follow up Master study programme

Teaching	14 weeks	27.02.2023 - 02.06.2023
Assessment period – no teaching	5 weeks	05.06.2023 - 07.07.2023
Summer holidays	8 weeks	08.07.2023 - 31.08.2023
The State Examination in Economics		05.06.2023- 23.06.2023

## Teaching in Summer Semester for III. year of Bachelor study programmes

Teaching	10 weeks	27.02.2023 - 05.05.2023
Assessment period – no teaching		01.05.2023 - 30.06.2023
Submission of the Bachelor's diploma thesis		not later than 05.05.2023
Submission of the study form from IS STAG		not later than 20.05.2023

Enrolment for the Final State Examination via IS STAG	not later than 20.05.2023
Final State Examination	05.06.2023 - 23.06.2023

#### Teaching in Summer Semester for II. year of Follow up Master study programme

Teaching	9 weeks	27.02.2023 - 28.04.2023
Assessment period – no teaching		24.04.2023 - 30.06.2023
Submission of the Master's diploma thesis		not later than 05.05.2023
Submission of the study form from IS STAG		not later than 20.05.2023
Enrolment for the Final State Examination (subject matter) via IS STAG		not later than 20.05.2023
The State Examination in Economics		29.05.2023 - 16.06.2023
Final State Examination - subject matter		29.05.2023 - 16.06.2023

Preliminary date of graduation ceremony: between 26.06.2023 and 07.07.2023. The exact date will be announced by the Dean of the Faculty.

<b>Advanced enrollment for the summer semester 2022/2023</b>	21.01.2023 (16:00 - 23:59)
	21.01.2023 (16:00) – 19.02.2023 (23:59)

#### State final examination in September

Submission of the Bachelor's /Diploma thesis	not later than 16.06.2023
Submission of the study form from IS STAG	not later than 11.08.2023
Enrolment for the Final State Examination	not later than 11.08.2023
The State Examination in Economics	21.08.2023 - 01.09.2023
Final State Examination	21.08.2023 - 01.09.2023

Rector's Day: 05. 05. 2023

# Map of University Buildings



## Building H

**Building H** is the main location of the Faculty of Economics. However, some lectures could be given in other buildings. You can recognize in which building the classroom is by the first letter, e.g. Hxx – building H, Pxx – building P. The second letter is the floor (this rule doesn't apply to teachers' offices; office No. H-841 is on the 7<sup>th</sup> floor, H-621 is on the 5<sup>th</sup> floor etc.).

<b>ground floor</b>	university canteen & cafeteria access to TUL Library
<b>1<sup>st</sup> and 2<sup>nd</sup> floors</b>	UNIHOTEL
<b>3<sup>rd</sup> floor</b>	classrooms H31 – H39
<b>4<sup>th</sup> floor</b>	classrooms H41 – H47
<b>5<sup>th</sup> floor</b>	Study Office Dean & Secretary of the Faculty classrooms H52 & H53 KMG – Department of Marketing and Trade KCJ – Department of Foreign Languages KSY – Department of Economic Statistics
<b>6<sup>th</sup> floor</b>	classrooms H12, H61 & H62 KPE – Department of Business Administration and Management KCJ – Department of Foreign Languages

## 7<sup>th</sup> floor

meeting room  
classroom H11  
KEK – Department of Economics  
KFU – Department of Finance and Accounting  
KIN – Department of Informatics

## Still confused?

**Don't worry!!!** At the Faculty of Economics, we will provide you a **Czech tutor** who is a student of exactly the same study programme as you, so you can share your doubts with him/her. You will get the contact details at the beginning of the academic year.

Names of tutors:

- for 1<sup>st</sup> year students: .....@tul.cz
- for 2<sup>nd</sup> year students: jana.navratilova@tul.cz

## Contacts at FE TUL

Technical University of Liberec, Faculty of Economics (Building "H"), Voroněžská 13, 461 17  
Liberec 2, Czech Republic

### Vice-dean for foreign affairs (7<sup>th</sup> floor, room No. H-841):

Ing. Lenka Strýčková, Ph.D. email: [lenka.stryckova@tul.cz](mailto:lenka.stryckova@tul.cz) phone: +420 485 352 379

Office hours: by appointment

### Study Office (5<sup>th</sup> floor):

*Specialist for foreign studies (room No. H-621):*

Martina Chvojková email: [martina.chvojkova@tul.cz](mailto:martina.chvojkova@tul.cz) phone: +420 485 352 418

*Specialist for International Management studies:*

Kateřina Těhniková email: [katerina.tehnikova@tul.cz](mailto:katerina.tehnikova@tul.cz) phone: +420 485 352 371

Specialist for doctoral studies:

Tereza Markova email: [tereza.markova@tul.cz](mailto:tereza.markova@tul.cz) phone: +420 485 352 388

*Head of study office:*

Lenka Mráčková email: [lenka.mrackova@tul.cz](mailto:lenka.mrackova@tul.cz) phone: +420 485 352 387

*General study assistant:*

Ing. Iveta Honzáková

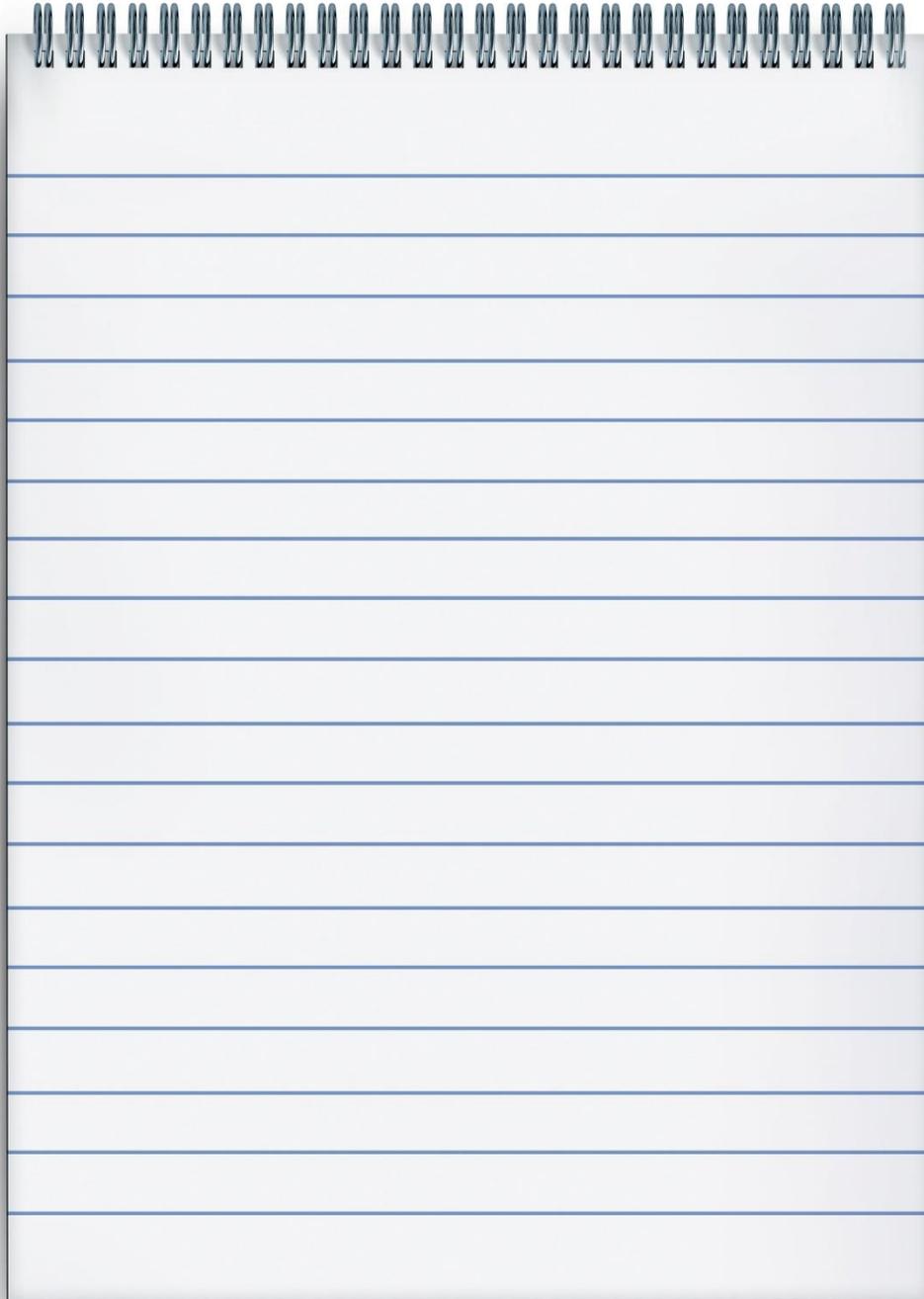
email: [iveta.honzakova@tul.cz](mailto:iveta.honzakova@tul.cz) phone: +420 485 352 391

Please respect **office hours of Study Office:**

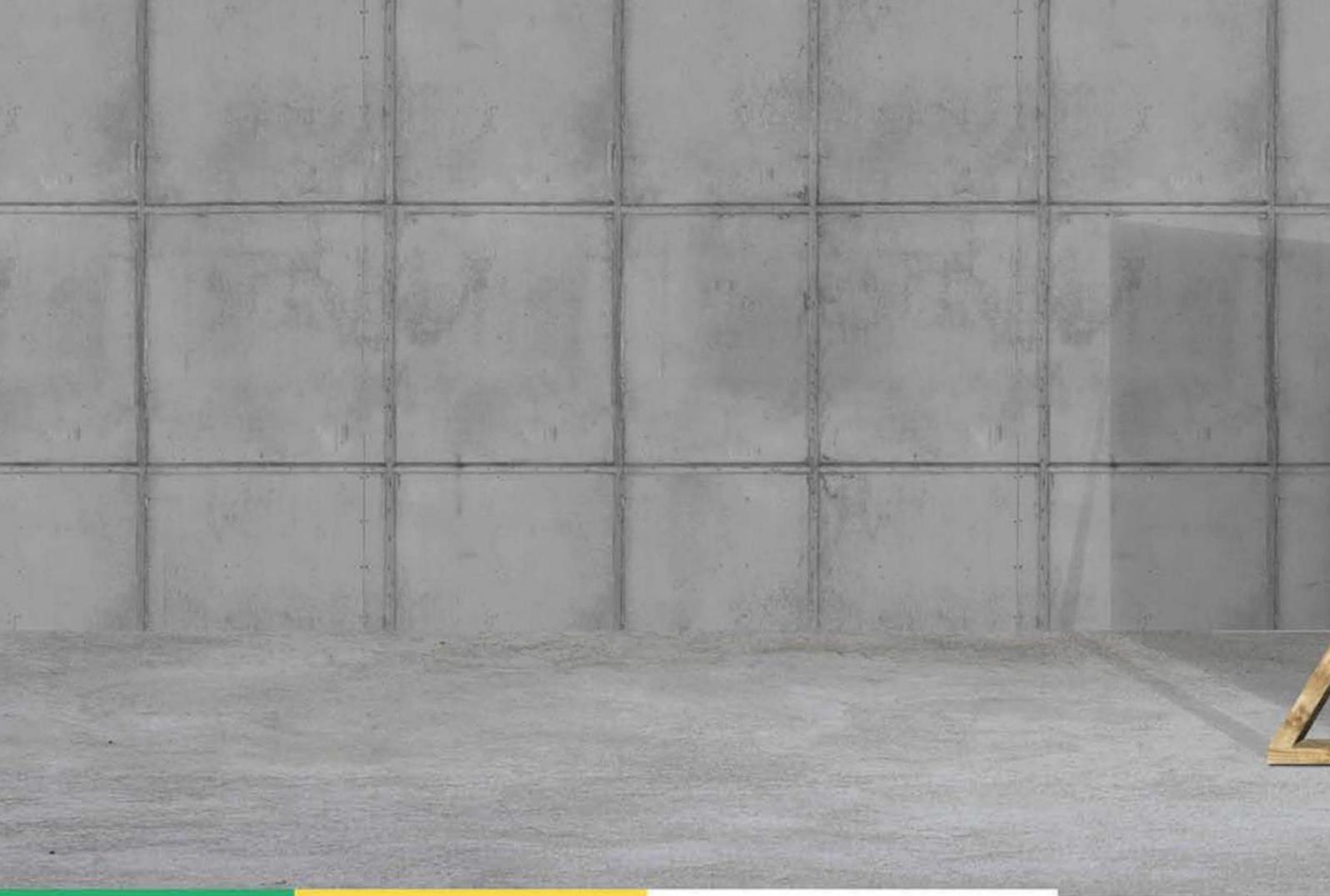
Tuesday	8:30 – 11:00	13:00 – 15:00
Wednesday	8:30 – 11:00	
Thursday	8:30 – 11:00	13:00 – 15:00

We hope that you will take advantage of the many opportunities available to you and enjoy your time here at FE TUL!

# Notes



Prepared by EF TUL in September 2022. Not edited or revised. Subject to change without notice!



**GUIDE TO SMOOTH STUDIES**  
**AT THE FACULTY OF ECONOMICS**  
for Degree Students Studying in English

2022/2023